



## Printing & Mailing Supervisor

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### Details

**Job ID : 450**

**Title :** Printing & Mailing Supervisor

**Job Code :** 822

**Salary :** \$2,185.00 (Monthly)

**Grade :** 8

**Tenured :** YES

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### Job Departments

- Administrative Services - Accounting, Purchasing, Printshop, Reception

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### Purpose

RESPONSIBLE FOR DAILY OPERATION OF ALL PRINTING FOR KENTUCKY COURT OF JUSTICE AND MAILING SERVICES FOR THE ADMINISTRATIVE OFFICE OF THE COURTS.

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### Required Qualifications

**Education :** High School Graduate or GED

**Education Substitute :** None

**Experience :** 5 Years of Related Experience

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### Job Required Knowledge

- DIGITAL AND OFFSET PRINT PRODUCTION PROCESSES

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### Job Skills/Abilities

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS

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### Job Preferred Knowledge

- SUPERVISORY SKILLS KENTUCKY COURT SYSTEM

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### Job Duties

- SUPERVISE ALL PRINTING AND MAILING SERVICES EMPLOYEES
- SERVE AS PRIMARY CONTACT FOR ALL CUSTOMERS REQUIRING PRINTING AND MAILING SERVICES
- PROCESS ALL PRINTING REQUISITIONS
- OVERSEE FORMS INVENTORY OPERATION
- MAINTAIN ALL DATABASES RELATING TO PRINTING AND MAILING SYSTEMS
- OTHER DUTIES AS ASSIGNED